



Montana Office of Public Instruction

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OPI's K-12 COURSE CODE MAPPING TOOL USER GUIDE

Notes:

- To open a PDF of ALL valid NCES Courses and descriptions, click the 'View All' button at the bottom of the page. (Click Open on the Open/Save dialog that appears.) The PDF allows for a keyword search (Use Ctrl + F to launch the Search in Adobe).
- Multiple local courses could be mapped to the same NCES course code.
- You can export or print the list of currently mapped courses at any point using the 'Export List' or 'Print List' buttons.

Steps for using the “tool” to map local courses to the NCES Course Code list:

1. Enter your full name and a valid email address. Click 'Continue'.
2. Select your school using one of the search criteria. If you type the first letter in the drop-down menu, it will take you to that area of the list. Click the Search button to return a list of schools found that match the search criteria you selected.
3. Click the 'Select' button to the right of the school that you wish to work with. The entry screen will appear.
4. Use the drop-down menu to select an NCES “Subject Area”. Selecting a “Subject Area” will limit the list of courses to sort through. For example, if you select 01 – English Language and Literature in the Subject Area, the course list in the “Sub – Area” will only display valid English courses. “All” subject areas is the default, which means all valid courses will display in the mapping area.
5. Select a “Sub-Area”. Selecting a “Sub-Area” will further limit the NCES Course codes to choose from.
6. Enter your Local Course Code – (Title and Description are optional). The local course information will assist in matching to the NCES course code, once this list is exported to a report.
7. Select the NCES Course Code from the drop-down list that best matches the local course information. NCES Course descriptions will display when an NCES Course code is selected. If the “Grade” is available in the NCES Course Description, it will be displayed and protected in the “Grade Low”, “Grade High” boxes. You can choose to enter Grade Low and a Grade High for courses that do not specify that information, but it is optional.
8. Once you find the best match for that course, click the 'Save & Continue' button. Saved course mappings will display in the middle of the page. The entry section will clear the values that you entered and place the cursor in the Local Course Code field to easily continue mapping your local courses.
9. Continue these steps until all local courses are mapped to an NCES Course code.
10. Click the 'Export List' button to view mappings in a spreadsheet.
11. Click the 'Print List' button to view/print the mappings to a PDF.
12. Enter or import the list into your local Student Information system.